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MEMORANDUM FOR: General Counsel 8 November 1949

FROM: Management Officer

SUBJECT: Draft of Administrative Instruction re Office Symbols

1. There is reproduced below a draft of proposed Administrative Instruction concerning office symbols.

2. Request that you forward your comments or concurrence to this office by separate memorandum by 14 November 1949.

ADMINISTRATIVE INSTRUCTION
NO.

SUBJECT: Office Symbols

1. A uniform system of office symbols for the purpose of simplifying and expediting the routing of documents is hereby established. The following symbols will be used to designate the various staff and operating offices of CIA when such use is appropriate:

Director	DCI
Deputy Director	DDCI
Executive and Deputy	EX

Management Staff	MS
Budget Staff	BS
Personnel Staff	PS

Coordination Operations and Policy Staff	CO
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Advisory Council	AC
<u>Legal Staff</u>	<u>LS</u>

Inspection and Security Staff (Chief and Deputy)	IN
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Administrative Staff	AS
Personnel Div.	AS1
Fiscal Div.	AS2
Services Div.	AS3

Special Support Staff	SS
Employees Div.	SS1
Finance Div.	SS2
Procurement and Supply Div.	SS3

*Inst. withdrawn
by management*

L. H. Houston

J. S. Warner

W. L. Plorzh

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ORE (Asst. Dir. and Deputy)
OCD (Asst. Dir. and Deputy)
OSI (Asst. Dir. and Deputy)
OO (Asst. Dir. and Deputy)
 Contact Div.
 FBI Div.
 FD Div.
OPC (Asst. Dir. and Deputy)
OSO (Asst. Dir. and Deputy)

RE
CD
SI
OP
OP1
OP2
OP3
PC
SO

2. Assistant Directors and Staff Chiefs will establish symbols for the divisions and branches within their respective offices based upon the method set forth below. The list of symbols will be promulgated by means of Office Operating Memoranda, two copies of which will be furnished the Library Division, OCD:

a. Below the Office and Staff level a system of numbers and letters will be used. Divisions will be designated by numbers beginning with 1. For example, the Library Division, OCD, might be designated CD1, the Liaison Division, OCD, might be designated CD2. Branches within these divisions would be designated by letters beginning with A. For example, the Bibliographic Branch, Library Division, OCD, might be designated CD1A. The Archives Branch, Library Division, OCD, might be designated CD1B.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Captain, USN
Executive

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